

## NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

### NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

### INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

### CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

**Supplement No.:** RM/GBCG-2009-3

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**Posting Instructions:** Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

<b>New Document(s):</b>	NWCG HB2_40	7 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NWCG HB2_40 (RM/GBCG-2008-4, 4/7/2008)	7 Pages

#### **Digest:**

RM/GB has now established two Type 1 Buying Teams. Changed references from one Type 1 Buying Team to two Type 1 Buying Teams to reflect this change.

Exhibit 1 – Added copies of Buying Team evaluations should be forwarded to Jeffrey Feeney.

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## **43 - BUYING TEAM COORDINATION**

Only individuals with delegated procurement authority are authorized to make purchases. Do not purchase expensive or deluxe items when lower cost items will meet the needs. Follow procedures set forth in the National Buying Team Guide.

### **1. Buying Team Coordinator.**

- a. Coordinates Buying Team Workshop for the Rocky Mountain and Great Basin Geographic Areas.
- b. Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
- c. Maintains contact with all Rocky Mountain/Great Basin Buying Team leaders to ensure effective communications between teams.
- d. Certifies that team members meet qualifications and training standards.
- e. Assigns personnel to fill vacancies on established teams.
- f. Coordinates and assigns Alternates and Trainees to Type 1 and Type 2 Buying Teams.

The Buying Team Coordinator for the Rocky Mountain/Great Basin Geographic Area is listed in Chapter 60 of the Rocky Mountain and Great Basin Mobilization Guides.

2. Buying Teams. The Rocky Mountain and Great Basin Geographic Areas have established two Type 1 and four Type 2 Buying Teams. The teams are on a 1-week on call rotation schedule. When activated, a Buying Team will be assigned to and work for the Agency Administrator of the host unit, or other designated personnel. The teams will be requested as a team only, through established dispatch channels and not as miscellaneous overhead. If units need additional procurement assistance, orders may be placed for the specific required positions. The host agency will assist the buying team in identifying accommodations and services necessary for the buying team to function.

- a. Type 1 Buying Teams. The Rocky Mountain and Great Basin Geographic Areas have two (2) Type 1 Buying Teams available for assignments within the Rocky Mountain and Great Basin Geographic Areas and is also on national rotation for assignments outside the geographic area. The teams will be identified on the national rotation as "Rocky Basin". The Geographic Area Teams will be identified by the Buying Team Leader's last name.

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The Type 1 Buying Teams are comprised of a leader, an assistant leader, and five team members. The team will contain at least three qualified procurement personnel and at least one member of the team will be a Contracting Officer. Primary team members must be from the Rocky/Basin Geographic Area. Support personnel from the incident agency such as runners may be used.

b. Type 2 Buying Teams. The Rocky Mountain and Great Basin Geographic Areas have four (4) Type 2 Buying Teams on a combined Rocky Mountain/Great Basin rotation. The Geographic Area Teams will be identified by the Buying Team Leader's last name.

Type 2 Buying Teams are four member teams consisting of a leader, two support personnel, and one trainee position. These teams are used exclusively within the Rocky/Basin Area. These teams consist of at least one GS-1105 Purchasing Agent with \$25,000 or above. Primary members must be from the Rocky/Basin Geographic Area. Support personnel (such as runners) may be added as needed to supplement the primary team.

3. Mobilization and Demobilization within the Rocky/Basin Area. Type 1 Buying Teams (7 members) are ordered for all Type 1 incidents in the Great Basin Geographic Area. In the Rocky Mountain Geographic Area, a Buying Team is not automatically ordered with an IMT.

Type 2 Buying Teams (4 members) are ordered for all Type 2 incidents in the Great Basin Geographic Area. In the Rocky Mountain Geographic Area, a Buying Team is not automatically ordered with an IMT.

Once a team has been mobilized, the next team in rotation will be notified and placed on 24 hour call status for the next 7 day period. Once a team has been demobilized, regardless of length of assignment, they will move to the last position in the rotation. A decision may be made to reassign the Buying Team from current incident to another incident.

4. Responsibilities. The Buying Team works for the Incident Agency and reports to the Agency Administrator or other designated personnel of the host unit to support procurement activities.

The Agency Administrator or other designated personnel shall complete the Buying Team Performance Evaluation (Exhibit 01) for all incidents within their jurisdiction. One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the Buying Team Coordinator.

The responsibilities of the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315. If contradictions occur, the Interagency Incident Business Management Handbook and the National Interagency Mobilization Guide take precedence.

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5. Training. The following training is required for all buying team members, including alternates and trainees:

1. I-100, Introduction to Incident Command System.
2. S-110, Wildland Fire Suppression Orientation.
3. S-260, Interagency Incident Business Management.

The following training is recommended for all Buying Team members, including alternates and trainees:

1. Rocky/Basin Buying Team Workshop.
2. Incident Procurement Training.
3. D-110, Dispatch Recorder.
4. I-200, Basic Incident Command System.
5. S-261, Applied Interagency Incident Business Management.

Additional training recommended for Buying Team leaders and any GS-1102 personnel on the team:

- S-360, Finance/Administration Unit Leader.

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43 – Exhibit 01

**BUYING TEAM PERFORMANCE EVALUATION**

Instruction: The Line Officer or Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the incident agency incident business representative.

Incident Name: \_\_\_\_\_ Date: \_\_\_\_\_

Incident Agency: \_\_\_\_\_

Buying Team Name: \_\_\_\_\_

Evaluator's Name & Position: \_\_\_\_\_

Evaluator's Phone No.: \_\_\_\_\_

1) Was the Leader an effective manager of the Buying Team and its activities?

*Above Satisfactory      Satisfactory      Below Satisfactory*

2) Was it obvious that the Leader was in charge?

*Above Satisfactory      Satisfactory      Below Satisfactory*

3) Did the Buying Team adhere to the Incident Business Management Handbook rules and policy?

*Above Satisfactory      Satisfactory      Below Satisfactory*

4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?

*Above Satisfactory      Satisfactory      Below Satisfactory*

5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?

*Above Satisfactory      Satisfactory      Below Satisfactory*

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6) Was the Buying Team prompt in supplying goods and services for the incident?

*Above Satisfactory      Satisfactory      Below Satisfactory*

7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?

*Above Satisfactory      Satisfactory      Below Satisfactory*

8) Was the Buying Team effective in negotiating and issuing EERA's and Emergency Facilities and Land Use Agreements?

*Above Satisfactory      Satisfactory      Below Satisfactory*

9) How well did the Buying Team manage accountable property?

*Above Satisfactory      Satisfactory      Below Satisfactory*

10) How was the Buying Team's performance in settling claims (if applicable)?

*Above Satisfactory      Satisfactory      Below Satisfactory*

11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?

*Above Satisfactory      Satisfactory      Below Satisfactory*

12) How was the Buying Team's coordination and cooperation with the incident agency?

*Above Satisfactory      Satisfactory      Below Satisfactory*

13) How was the Buying Team's coordination and cooperation with expanded dispatch?

*Above Satisfactory      Satisfactory      Below Satisfactory*

14) How was the Buying Team's coordination and cooperation with the IMT?

*Above Satisfactory      Satisfactory      Below Satisfactory*

15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?

*Above Satisfactory      Satisfactory      Below Satisfactory*

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16) Was the Buying Team's documentation package complete and submitted appropriately?

*Above Satisfactory      Satisfactory      Below Satisfactory*

17) Did the Buying Team present a positive attitude and work in a professional manner?

*Above Satisfactory      Satisfactory      Below Satisfactory*

18) What one thing would you recommend for this Buying Team to concentrate on improving?

19) Describe how the Buying Team exceeded your expectations.

This evaluation has been discussed by and between the following Line Officer or Designated Agency Representative and the Buying Team Leader.

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Buying Team Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For any Below Satisfactory rating, please include an explanation.**

**Forward copy of evaluation to Jeffrey B. Feeney**  
(Jeffery B. Feeney at [jfeeney@fs.fed.us](mailto:jfeeney@fs.fed.us) or via facsimile at 303-275-5453)